



# City of Columbus, Ohio

THIS IS NOT AN ORDER

Solicitation - 90 2010 SA003632

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Respond before: 06/29/2010 9:00 am

Bid Contact : Scott Hutchinson  
240 Parsons Avenue  
Columbus OH 43215 -  
For inquiries call : (614) 645 7417

GROUP	ITEM	QTY	DESCRIPTION
1	001	1.00 LT	Guard and Security Services

ADVERTISEMENT FOR REQUEST FOR PROPOSAL  
RFP # SA003632 / SECURITY OFFICER SERVICES  
240 PARSONS AVENUE, COLUMBUS, OH 43215

Sealed Request For Proposals (RFP) will be received by Columbus Public Health (CPH), a division of the City of Columbus, Ohio at the 1st floor Security Desk, located at 240 Parsons Avenue, Columbus, Ohio 43215 until 9:00 a.m. local time, and publicly opened and read at the hour and place on Tuesday, July 6, 2010 for Security Officer Services. The works for which RFP's are invited consist of Security Officer Services to complete the contract in accordance with the specifications.

Copies of the RFP Documents are available electronically in their entirety at the City of Columbus Vendor Services website located at: <http://vendorservices.columbus.gov/e-proc/> until June 29, 2010, 9:00am local time.

Proposals must be submitted on the proper forms contained in the RFP Documents and the RFP Documents containing the Proposals must be submitted IN THEIR ENTIRETY in a sealed envelopment marked: RFP for: Security Officer Services, 240 Parsons Avenue.

FAILURE TO RETURN THE RFP PACKET AND REQUIRED INFORMATION MAY RESULT IN REJECTION OF THE PROPOSAL.

#### PRE-BID MEETING

A mandatory pre-bid meeting will be held Tuesday, June 29, 2010 at 9:00a.m. local time, at CPH, 240 Parsons Avenue, Room 119B, Columbus, Ohio 43215. A walk-thru will be conducted immediately following the meeting.

#### PROPOSAL GUARANTY

The bidder is required to submit a Proposal Guaranty, consisting either of a Proposal Bond, in the form provided in the RFP Submittal Documents with a surety or sureties licensed to conduct business in the State of Ohio, or a certified check drawn on a solvent bank made payable to the Treasurer - City of Columbus, Ohio. The amount of the guaranty shall be expressed in dollars and cents and shall not be less than ten (10) percent of the bid including all alternates submitted which increase the bid. All bonds signed by an agent must be accompanied by a certified copy of the authority to act. The amount of such bond or the check of the bidder to whom the award is made shall be forfeited and paid to the City as stipulated for liquid damages, if the said bidder fails to enter into contract with the City of Columbus and to furnish the required contract bond within ten (10) days notice of the acceptance of his proposal. The bonds of unsuccessful bidders, or certified checks or the amount thereof will be returned after a contract is executed with successful bidder.

#### CONTRACT PERFORMANCE AND PAYMENT BOND

A contract performance and payment bond of 100 percent of the amount of the contract with a surety or sureties licensed to conduct business in the State of Ohio will be required to assure the faithful performance of the work. The amount of such bond to be paid to the City of Columbus, Ohio as stipulated for liquidated damages in case of such failure or refusal to perform.

#### OSHA/EPA REQUIREMENTS

Contractors are subject to all applicable federal, state and local laws, ordinances, rules and regulations pertaining to services or products to be provided under this contract.

#### CONTRACT COMPLIANCE REQUIREMENTS AND EQUAL OPPORTUNITY CLAUSE

Each responsive bidder shall submit, with its bid, a City of Columbus Contract Compliance Certification Number or a completed application for certification. Any questions or inquiries concerning this should be directed to the Equal Business Opportunity Commission Office.

Please contact EBOCO (614) 645-4764 for assistance; Equal Business Opportunity Commission Office, 109 N. Front Street 4th Floor, Columbus, Ohio 43215, (614) 645-4764.

#### BID CANCELLATION AND REJECTIONS

The right is reserved by the Health Commissioner of the City of Columbus, Ohio to cancel the Advertisement for Bids, to reject any and/or all bids, to waive technicalities, or to advertise for new proposals, when it is in the best interest of the City. Also, the right is reserved by the Health Commissioner to hold bids for a period of 120 days after the bid opening for evaluating both the proposals and the contractors. The award of the contract may be made at any time during that period.

**DELIVERY ADDRESS:**  
(See below)

**Terms:**

**Pursuant to City of Columbus Code Section 3907.05, all contractors, including subcontractors, who are a party to a contract as defined in C.C. 3901.01, must hold a valid contract compliance certification number.**

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at (614) 645 - 4764.

**Equal Opportunity Clause**

- (1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the CITY.
- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

**DELIVER TO**

DAN ALBERT  
240 Parsons Ave  
HEALTH DEPARTMENT  
COLUMBUS OH 43215 -